

GroveWare is an online system that will help your assessor focus attention on relevant assessment opportunities in the clinical setting. In this system the assessor will enter forms and reports throughout your assessment, which you can view at any time. You are not able to edit or comment on the forms/reports entered.

GroveWare is here to help promote and increase documentation of your performance in order to support assessment findings that are being submitted to CPSA. Its purpose is to make reporting easier and more efficient.

This Guide will give you information on your role as an applicant, how your assessor will use this system to provide reporting to CPSA, how to login and view these submissions, and the expectations of your assessor.

## **Applicant Information**

All applicants undergoing a Preliminary Clinical Assessment (PCA) with CPSA will be provided confidential access to GroveWare to view forms and reports submitted by your assessor. Access to GroveWare is not intended to create, nor should the applicant have any expectation, of an assessor being obligated to provide further feedback.

As the applicant, you should understand that CPSA will not notify you about the status of current or recently added forms/reports; the onus is on you to review GroveWare entries on a regular basis throughout your assessment. You are expected to view all entries and to treat GroveWare access responsibly and professionally. You are not permitted to request the assessor make any modifications to the forms or reports.

Any concerns you may have should be discussed first with your assessor, and if the concern is not resolved, then you should may bring the matter to the attention of the Assistant Registrar Registration or his/her designate. Email [registrationassessments@cpsa.ab.ca](mailto:registrationassessments@cpsa.ab.ca).

## Purpose of GroveWare

GroveWare is a tool that will help you and your assessor(s) focus attention on relevant assessment opportunities. It helps to increase documentation of performance to support assessment findings being submitted to CPSA. Although opportunities for observation and interpretation of your performance occur daily, the formal reporting of progress is done in keeping with the following intervals:

### Three Month Preliminary Clinical Assessment <sup>1</sup>:

- Interim report at the mid-way point of assessment (approximately 6 weeks)
- Final report at conclusion of the assessment

Your assessor(s) will use GroveWare to document the assessment throughout the assessment period, and will use these findings to generate the Interim and Final Reports which will be sent to CPSA.

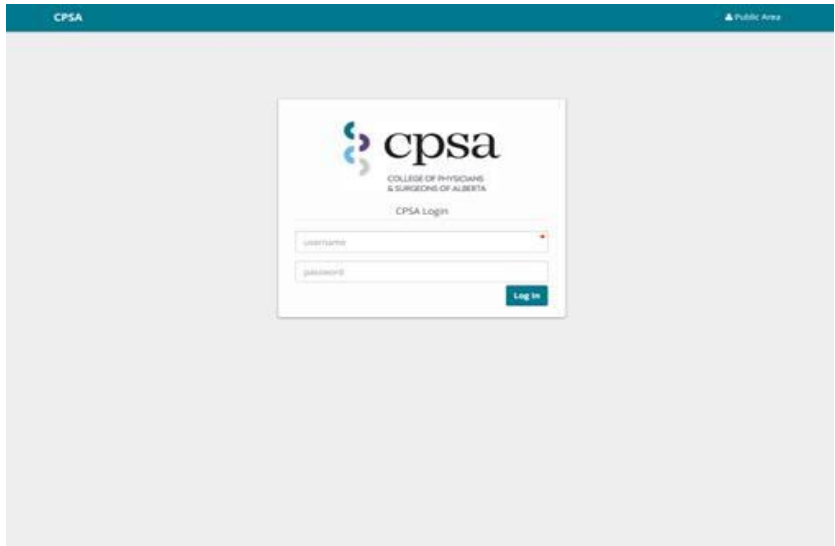
Your assessor(s) will also enter the following throughout the duration of your PCA (If they are applicable to your specialty):

- [Specialty Direct Observation Procedural Form \(DOPS\)](#)

## Logging into GroveWare

You can only access GroveWare from a web desktop and **not** from a mobile device. We recommend you use either **Chrome or Microsoft Edge** as the web browser.

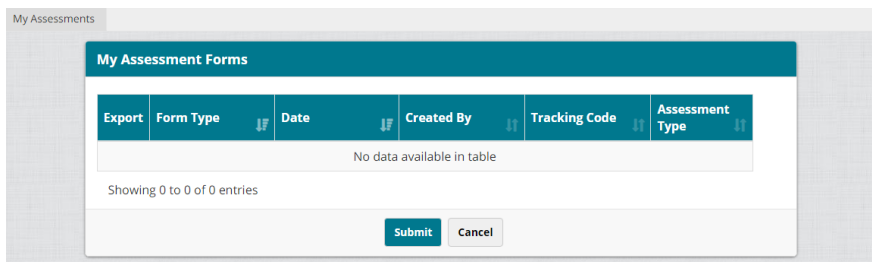
You can navigate to the web interface using the following link and will see the following login window: <https://forms.cpsa.ca/eforma/custom/index.do>.



**Username** is your CPSA email address.

**Password** is your CPSA Tracking number (**CPSA.#####**). Please replace the # with the 6 numbers in your CPSA tracking number, and include the **CPSA.** before the number.

When you login you will see a dashboard titled 'My Assessment Forms.' This is a read-only view of your submitted forms:



- DOPS Forms, and
- Interim and final reports, which can be downloaded/extracted as PDF copies.

## Direct Observation of Procedural Skills (DOPS) - Specialty

[Click here](#) to review this Form.

This will be completed through a form in GroveWare.

### Interim & Final Report

At the mid-point (6 weeks) and the final-point (12 weeks) of your PCA, your assessor will make a make an overall determination of your performance for each specific sentinel habit over that period of time. The evaluation ratings are:

- Competency **fully** demonstrated: *Performance similar to or above the level of a Canadian-trained Family Physician /Specialist entering practice.*
- Competency **partially** demonstrated: *Performance somewhat below the level of a Canadian-trained Family Physician/Specialist entering practice.*
- Competency **not** demonstrated: *Performance significantly below the level of a Canadian-trained Family Physician/Specialist entering practice.*

At the time the reports are due, the assessor will review their report with you. They will then confirm with us that they have met with you to review the report, will sign and submit it to CPSA.

All forms will be reviewed by CPSA and used by the Assistant Registrar, in addition to other considerations, to determine your eligibility for licensure on the Provisional Register – Conditional Practice.

Your assessor **does not** determine whether or not you obtain an independent practice permit. This is the role of the Assistant Registrar at CPSA.